

Dorothea Dix Park

FallFest 2018

September 6th, 2018

Dear Prospective Vendor,

We will be celebrating FallFest at Dorothea Dix Park on Saturday, October 27th, 2018. The City of Raleigh Parks, Recreation and Cultural Resources Department and Dorothea Dix Park Conservancy are hosting the 1st Annual FallFest at Dix Park event. The event will feature a family-focused atmosphere with food/drinks, live entertainment, kids and adult activities, so much more! The event activities are free!

We are looking to accept applications for a limited number of vendors to fill the event with a variety of quality craft, art, and retail vendors for the public to enjoy. Please use the application sheet provided and be sure to understand the policies and procedures of vendor participation. Applications must be received no later than Friday, October 12th, 2018.

We anticipate an attendance of 5,000+ for FallFest. The event will be held on Flowers Field at Dorothea Dix Park. Vendors must be available for the entire length of the event to be considered.

On behalf of the City of Raleigh Parks, Recreation and Cultural Resources Department and the Dorothea Dix Conservancy, we look forward to receiving your application for 2018 FallFest. If you have any questions regarding the application process, please contact me at (919) 996-6688 or joseph.voska@raleighnc.gov

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VENDOR REGISTRATION INFORMATION

Guidelines and Selection Process

- Seeking vendors who sell expertly executed craft, art, or retail items. MLM vendors will not be accepted.
- Selection of vendors will be based on relevance to the product or service offered to the event and date of receipt of the completed Vendor Registration and Vendor Agreement Forms.
- The selection committee will consist of a jury chosen by the City of Raleigh PRCR department. All jury decisions are final.
- Applications will be judged based on specific criteria and the overall integrity to the event.
- Selection notifications will be sent out on **Monday, October 15th, 2018**
- Failure to provide all the required information will be deemed an incomplete application, resulting in rejection.
- This application is for craft, art, and retail vendors only. Food Truck Vendors should not use this form.

Timeline

| | |
|-------------------------------------------|--------------------------------------------------------------------------------------------|
| Wednesday, October 10th, 2018 | Deadline for postmarked applications/booth fees |
| Monday, October 10 th , 2018 | Acceptance/Rejection Emailed |
| Saturday, October 27 th , 2018 | Vendor Load in 9:00am-10:30am |
| Saturday, October 27 th , 2018 | FallFest Open 11am-4pm (Vendors required to operate for the entire duration of the event.) |

Fees

The rate per event booth is \$50 (if accepted into festival).

- All vendor fees must be included with the submission of your application. Fees can be submitted by check/money order or credit card (Visa, Mastercard, American Express). Vendors using credit card will be contacted for information if accepted as a vendor. Rejected applicants will receive returned check or money order for booth space after October 15th.
- The City will not accept any personal checks from any previous vendor who has had a check returned for insufficient funds.

Booth

- Booth space: **10' wide by 10' deep**. All displays and products must remain within the confines of the space provided.
- Vendor to provide own electricity, water, tents, tables, chairs, weights and displays. Booth location may not be level; bring leveling devices for displays. This is an outdoor event; be prepared for all types of weather.
- For safety, all tents must be tied down by weights of a minimum 40lbs. per leg, no staking of tents allowed within the park. **The City of Raleigh reserves the right to force the removal of any aspect within a vendor's booth if deemed to be unsafe.*
- *All tent, canopy or open air structures, including inflatable structures, must meet IFC- 2012 & NC 2012 Fire Code requirements. All components, materials or similar material must be flame retardant and meet ASTM E1321-09. • All vendors must have at least one (2-A-10-BC) fire extinguisher in correct operating condition and display current year of inspection date tag.*

Photos

- A minimum of 3 photos should be included with application representative of the work you intend to sell and the booth setup. These can be emailed joseph.voska@raleighnc.gov or a website link can be provided to view photos. Be sure to include a company name and contact information.

Additional Information

- If accepted, an email containing load-in procedures, parking information and other necessary information for the weekend will be sent no later than October 22nd, 2018.
- Packaged Food & Body Care applicants will need to provide proof of Liability insurance, minimum limit of one million dollars.
- Cancellation Policy – upon acceptance into the event, the vendor fee is non-refundable. A 100 percent cancellation fee will be charged for this event.
- Failure to adhere to these requirements or to submit all necessary information required will result in immediate rejection.
- The City of Raleigh reserves the right to restrict booths that become objectionable because of noise, method of operation, materials, or, in general, detracts from the general character of the Event.
- Vendors or their representatives must not injure or deface the grounds of the park or the provided equipment. If such damage occurs, the exhibitor is liable to the owner of the property damaged.
- Security -The vendor is solely responsible for his/her own booth material and should insure against loss or damage. The Raleigh Parks, Recreation and Cultural Resources Department and the Dix Park Conservancy are not responsible for such loss or damage. Please secure all items of value. All property of the vendor is understood to remain in his/her care, custody and control in transit to and from, and within the confines of the event area.

Inquiries

For all inquiries, contact Joseph Voska at joseph.voska@raleighnc.gov or events@dixpark.org

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VENDOR APPLICATION

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------|
| EVENT DATE(S): October 27th, 2018 - 11am-4pm | | |
| Company Name: | | |
| Primary Contact Person: | | |
| Type of Business: | | |
| Representative(s) in Charge Booth/Table at Event: | | |
| Mailing Address: | | |
| City: | State: | ZIP: |
| Phone Number: | Cell Phone Number: | |
| E-mail | Website (not required): | |
| FEES: ___ Check/Money Order (Made Payable to the City of Raleigh) ___ Credit Card (Visa, MC, Amer Exp) | | |
| Description of Booth including pricing, products, booth display: _____ _____ | | |
| If you are selling or sampling any type of food or body care product you must include: <ul style="list-style-type: none"> • Proof of Commercial General Liability insurance with minimum limit of one million dollars. | | |
| Name of Authorized Representative | | Title |
| Authorized Signature | | Date |

Please return this **Vendor Application** via email or USPS to:

Joseph Voska
Joseph.voska@raleighnc.gov
 222 West Hargett Street, Suite 608
 Raleigh, NC 27601